

GREEN Bylaws (last updated Sept 2024)

Article I: Name, Purpose, and Functions

1. **Name:** The name of this organization shall be the Global Response to Education and Environment Network, commonly known and herein referred to as “GREEN.”
2. **Purpose:** The Global Response to Education and Environment Network (GREEN) is a consortium of global actors working at the intersection of education and climate change. Launched in May 2023, GREEN bridges expertise and experience from its collaborative membership to advance ideas, innovation, and research that can inform policies and drive meaningful action in response to climate-related challenges, their impact on education and lifelong learning, and education’s potential to mitigate those challenges.
3. **Functions:** GREEN serves its members through convening, promoting learning and exchange, advocating, and sharing resources related to education and climate action.

Article II: Membership

1. **Eligibility:** Membership to GREEN is open to individuals, organizations, and institutions committed to the network’s purpose.
2. **Rights and Responsibilities:** Members have the right to participate in network activities, access and share resources, and contribute to discussions and decision-making processes.
 - a. Members are responsible and accountable for promoting GREEN’s mission in their communities and contributing to the network’s activities.
 - b. Members are encouraged to share ideas, resources, and expertise, and to participate actively in GREEN activities.
3. **Application Process:** Prospective general members are able to join the network by signing up through the GREEN website, which will include responding to questions about their relevant work, qualifications, and interests.
4. **Dues and Contributions:** Dues are not required from members. Contributions are welcome.
5. **Termination of Membership:**
 - a. Memberships may be revoked by the Steering Committee for activities or efforts that are not aligned with GREEN’s purpose, following a fair and transparent review process.
 - b. Members may resign at any time.
 - c. If a member leaves a subgroup and/or the steering committee, new members will be selected through the process listed under Article III.

Article III: Structure, Governance, and Leadership

1. **Structure:** GREEN strives to be an open, flexible network with minimal formal structure, shared leadership, non-competitive membership, and strong collaborative relationships.
2. **Task Forces**
 - a. Task forces will be established to address specific issues or activities. They will be composed of a subset of GREEN members. Any task force will define its specific objectives and ways of working and will report to the GREEN membership.
 - b. If/as needed, the Steering Committee will ensure the strategic alignment of subgroups and the avoidance of overlap.
3. **Secretariat:** GREEN is hosted by FHI 360, a 501(c)(3) exempt organization. The GREEN Secretariat, staffed by FHI 360 employees, ensures the smooth functioning of the network, which includes, but is not limited to:
 - a. **Administrative and operational support:** Ensures day-to-day administration for the network such as maintaining records and documentation, handling correspondence, supporting logistics, and assisting with budget planning and financial management as relevant.
 - b. **Communications support:** Serves as a central point of contact for both internal and external communication. Hosts and updates the network's communications infrastructure, including website and social media.
 - c. **Coordination:** Coordinates the activities of the various groups within the network. Ensures that different teams are working together harmoniously and are progressing as planned.
 - d. **Meeting and event management:** Responsible for organizing and managing meetings, conferences, workshops, seminars, and other events hosted by the network.
 - e. **Member and stakeholder engagement:** Engages network members in processes to understand their objectives, plan how to achieve those objectives, and work together to do so. Responds to member inquiries, ideas, and suggestions. Acts as a bridge between different stakeholders, such as partner organizations and the public.
 - f. **Strategic planning:** Contributes to strategic planning by providing insights and data that help guide the network's future direction.
4. **Steering Committee (SC):**
 - a. **Members:** The SC is elected by the membership and is responsible for the strategic direction of GREEN. It comprises representatives from a range of organizations, prioritizing diverse and inclusive perspectives and relevant experience. Membership is on an *individual* basis, bringing expertise and perspectives from their respective organization.
 - b. **Size:** The SC will have a maximum of eight members in addition to a Secretariat representative.

- c. **Terms:** The Secretariat representative is a permanent member. For all other members, terms are for two years. Terms are not renewable but members may apply again in the future.
- d. **Compensation:** SC members are not financially compensated by GREEN for their service. Members will negotiate with their own organizations for the time and resources that are needed to provide proper oversight and support to GREEN and SC functions.
- e. **Non-attribution:** All information shared and discussed within the SC meetings should not be attributed unless otherwise stated or directly related to an assigned task. Views expressed by any SC member during the execution of their SC responsibilities, especially those regarding sensitive issues and/or third-party organizations, shall not be made public formally or informally by any other SC member to ensure frankness of discussion and a cooperative working context for all.
- f. **Eligibility:** Each SC member must have direct knowledge and specific experience relevant to GREEN's purpose, and demonstrated experience and ability to fulfill the responsibilities outlined below in section h.
- g. **Election Process:** Elections for the SC are held annually for half of the SC members to avoid the entire SC transitioning at once. Nominations to the SC are open to all members. The election process is conducted transparently, and results are announced to the membership. To transition into the SC from the Interim Steering Committee in 2025, all eight members will be elected, four on two-year terms and four on one-year terms.
- h. **Responsibilities:**
 - i. **General:**
 1. SC member responsibilities require up to two days per month on average.
 2. SC members will work with other members and Secretariat staff on designated tasks related to the following categories of responsibilities.
 3. SC members will engage their own organizations as relevant to become increasingly engaged with GREEN and support its work.
 - ii. **Strategic guidance:**
 1. SC members will provide strategic and programmatic guidance, including creating, approving, and reviewing guiding documents for GREEN.
 2. SC members will approve the establishment of initiatives and formation of new network spaces.
 - iii. **Governance:**
 1. SC members will maintain oversight over the vision, mission, guiding principles, strategic framework, and bylaws, and engage in regular review of the network's financial status and cash flow.
 2. SC members will approve the Secretariat's annual costed work plan, including expected network space outputs supported by the

Secretariat, taking into account the need for flexibility to respond to emerging issues in the sector and that work planning is dependent on member engagement in its development.

- iv. **Fundraising:**
 - 1. Approve the fundraising strategy to achieve the strategic priorities.
 - 2. Actively support the Secretariat in fundraising efforts by advising on funding opportunities, facilitating introductions, providing input into proposals, and leading engagement with potential funders, where appropriate.
- v. **Representation:**
 - 1. SC members will determine the level and manner of engagement with opportunities that may advance the strategic objectives of GREEN.
 - 2. SC members may be asked to attend events to ensure GREEN's presence or represent the GREEN SC at high-level meetings when the opportunity arises.
- vi. **Additional shared responsibilities:**
 - 1. SC members may co-chair the SC for an agreed period.
 - 2. SC members may need to fulfill additional responsibilities as they arise.
- i. **Co-Chairs:** The SC will be led by two co-chairs.
 - i. **Selection:** The Co-Chairs will be selected by a simple majority of the SC for a two-year term on a rotational schedule and may be extended by one additional term based on SC approval.
 - ii. **Role:** The Co-Chairs of the SC chair the SC meetings, and act as the primary interface of the SC with the Secretariat on governance issues.
 - iii. **Absence of Co-Chair and/or Co-Chairs:** Should a co-chair be temporarily unable to fulfill the obligations of the co-chair role, an acting co-chair should be appointed by the majority of the SC until the co-chair is again able to take on the role. If the co-chair is unable to fulfill the obligations of the co-chair role for more than three months then the position should be transferred to another SC member permanently.
- j. **Vacancies:** Member rotation vacancies will be filled following a formal call for applications of new members and an impartial vetting and selection process.
 - i. Resignation from the SC must be in writing and received by the SC Co-Chairs.
 - ii. When a vacancy on the SC exists during the term of service, the Co-Chairs must receive nominations for new members two weeks in advance of the next SC meeting. These nominations shall be sent out to SC members prior to the meeting to be voted upon. These vacancies will be filled only to the end of the departing SC member's term.
 - iii. An SC member shall be terminated from the SC due to excess absences or more than one unexcused absence from SC meetings in a year. Excused absences include emergency response, family issues, illness,

etc. An SC member may be removed for other reasons by a 2/3 vote of the remaining SC members.

- k. Financial obligations:**
 - i. SC members are not required to make a financial contribution. It is recognized that SC members are contributing their time and expertise to the overall objectives of GREEN.
 - ii. SC members will cover costs associated with their membership in the SC.
- 5. Steering Committee Working Groups:**
 - a. The SC will establish working groups to focus on specific issues or tasks. Working groups will be composed of a subset of SC members. Any working group will define its specific objectives and ways of working, and will report progress to the full SC.

Article IV: Operational Procedures

- 1. Decision-making:**
 - a. SC**
 - i. The SC will make decisions about GREEN's vision, mission, principles, and framework; strategic documents; new spaces and initiatives; annual costed work plans; and other issues as deemed relevant.
 - ii. Decisions by the SC should be made by consent whereby SC members reach general agreement rather than full consensus. Participants express any objections or concerns they may have about a proposed decision, and adjustments are made to address these concerns until no significant objections remain.
 - iii. In the absence of consent, decisions will be made by simple majority vote (with a minimum of 50% of SC members voting). Voting can be conducted in-person or virtually during scheduled meetings, or electronically over email, as needed; the vote count will be recorded and made available to all SC members.
 - b. Membership**
 - i. The membership will approve GREEN's bylaws and amendments to them, and other issues as deemed relevant.
 - ii. Decisions by the membership will be by a majority vote of those present.
 - c. Secretariat**
 - i. The Secretariat will make decisions about the GREEN fundraising strategy and other operational needs and issues as they arise.
- 2. Meetings:**
 - a. **Network Meetings:** Held virtually regularly for all members to discuss ongoing projects, share updates, and collaborate on future initiatives.
 - b. **Special Meetings:** Can be called by the SC to address urgent matters.
 - c. **SC Meetings:** Held virtually regularly for SC members.

- d. **Subgroup Meetings:** Held as needed, based on the specific timelines and objectives of each group.
3. **Financial Management:**
 - a. **Reporting:** Annual financial reports are presented to the membership, ensuring transparency and accountability.

Article V: Equity and Inclusivity

1. **Policies and Practices:** GREEN commits to fostering diversity and equity within its membership and activities, implementing policies, and practices that promote equal opportunities for all members.
2. **Accessibility:** GREEN commits to ensuring all members have equitable access to participate in meetings, events, and decision-making processes, including accommodating different time zones and providing materials in accessible formats.

Article VI: Amendments, Dissolution, and Adoption

1. **Initial Adoption and Ratification:** These bylaws will be considered adopted and in effect upon feedback from the GREEN membership and a majority vote of the Interim Steering Committee members. They will be subject to review and revision as the network evolves.
2. **Amendment Procedures:** The SC will review the bylaws at a minimum of every two years but may review the bylaws at any time if circumstances warrant.